

Message Text

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ORIGIN SIG-03

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EUR, EUR/EX

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FM SECSTATE WASHDC
TO AMEMBASSY LONDON IMMEDIATE

C O N F I D E N T I A L STATE 204856

FI CHANNEL FOR AMBASSADOR FROM INSPECTOR GENERAL

E.O. 11652: N/A

TAGS: ASIG

SUBJECT: STAFFING LEVELS

1. S/IG HAS BEEN ASKED BY DEPUTY UNDER SECRETARY FOR MANAGEMENT FOR RECOMMENDATIONS ON STAFFING LEVELS FOR EMBASSY LONDON AND CONSTITUENT POSTS IN CONNECTION WITH FY 1980 STATE ZERO BASE BUDGET REVIEW. WE HAVE BEEN ASKED SPECIFICALLY TO ADDRESS THE STAFFING RECOMMENDATIONS MADE PURSUANT TO RECENT INSPECTION. WE NEED TO RESPOND BY WEDNESDAY, AUGUST 16.

2. THE FOLLOWING ARE INSPECTORS' STAFFING RECOMMENDATIONS
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AND PERTINENT PORTIONS OF THE RELEVANT INSPECTION MEMORANDA (SENIOR INSPECTOR ARNOLD ALSO DISCUSSED EACH OF THESE RECOMMENDATIONS WITH THE AMBASSADOR BY TELEPHONE):
POSITIONS RECOMMENDED FOR ELIMINATION:

NO. 340 ECONOMIC/COMMERCIAL OFFICER:

THIS OFFICER IS RESPONSIBLE FOR MAINTAINING LIAISON WITH A NUMBER OF US GOVERNMENT AGENCIES ON SPECIALIZED INTERESTS SUCH AS PRESERVATION OF WHALES, PUBLIC HOUSING,

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AND PROVIDING LIAISON FOR AID WITH BRITISH ENTITIES. THE LATTER ACTIVITY OCCUPIES APPROXIMATELY 50 PERCENT OF THIS OFFICER'S TIME AND IS LARGELY NON-SUBSTANTIVE IN NATURE INVOLVING THE RELAYING OF MESSAGES, HANDLING OF TRAVEL ARRANGEMENTS, AND APPOINTMENTS.

AT THE TIME OF THE INSPECTION, OFFICERS IN THE GENERAL ECONOMIC UNIT WERE LESS THAN FULLY OCCUPIED. MOREOVER, PART OF THE REPORTING DUPLICATED INFORMATION AVAILABLE IN THE PRESS OR IN OTHER PUBLIC SOURCES WITHOUT ADDING SUBSTANTIVE ANALYSIS. SPECIFIC REPORTING ASSIGNMENTS AND GOALS DID NOT APPEAR TO HAVE BEEN DEVELOPED, AND THE ECONOMIC COUNSELOR DEVOTED CONSIDERABLE TIME TO REPORTING ON SUBJECTS WHICH SHOULD HAVE BEEN ASSIGNED TO ONE OR MORE OF THESE OFFICERS.

THE GENERAL ECONOMIC OFFICER POSITION (NO. 340) NOW CONCERNED WITH PROVIDING AID AND OTHER AGENCY SUPPORT SHOULD BE ELIMINATED AND ESSENTIAL ACTIVITIES ABSORBED BY THE OTHER OFFICERS AND CLERICAL STAFF. (RECOMMENDATION 4.1-6)

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NO. 494 OR 371 E/C SECRETARY:

THE INSPECTORS RECOMMEND THAT THE SCIENCE ATTACHE BE INTEGRATED INTO A UNIT INCLUDING A GENERAL ECONOMIC AND AN ENERGY OFFICER SUPPORTED BY TWO CLERICAL POSITIONS TO GIVE A SHARPER FOCUS TO ALL ASPECTS OF ECONOMIC REPORTING WHILE AT THE SAME TIME BROADENING THE AWARENESS OF THE INTER-RELATIONSHIPS OF S&T ISSUES. THE EMBASSY SHOULD CONSIDER INCORPORATING LABOR REPORTING, NOW PERFORMED BY A LOCAL EMPLOYEE IN THE POLITICAL SECTION, INTO THIS UNIT. (RECOMMENDATION 4.1-7)

IT IS ALSO RECOMMENDED THAT ONE AMERICAN SECRETARIAL POSITION (NO. 494 OR 371) BE ELIMINATED BY COMBINING FUNCTIONS AS SUGGESTED. LOCATION OF THE ECONOMIC OFFICERS NEAR THE ECONOMIC COUNSELOR SHOULD PERMIT A SHARING OF THE AMERICAN SECRETARY ASSIGNED TO THAT OFFICE. THIS SECRETARIAL POSITION IS NOT NOW FULLY OCCUPIED DESPITE PRESENT PROVISION OF SUPPORT AS NEEDED TO OTHER ECONOMIC/COMMERCIAL UNITS. (RECOMMENDATION 4.1-8)

NO. 054 OR 402 POLITICAL OFFICER:

THE INSPECTORS FOUND THE CURRENT STAFFING LEVEL TO BE EXCESSIVE TO REQUIREMENTS. THE "NEA POSITION", WHOSE INCUMBENT FORMERLY HANDLED MIDDLE EASTERN AFFAIRS EXCLUSIVELY, HAS PROVIDED MORE COVERAGE OF THE AREA THAN REQUIRED.

THIS OFFICER WILL NOW BE ASSIGNED RESPONSIBILITY FOR THE

LABOR PARTY, THUS FREEING UP TO 40 PERCENT OF THE TIME OF THE OFFICER WHO FORMERLY COVERED THE LABOR PARTY.

THE DOD/ISA INCUMBENT COULD ALSO BE USED FOR HANDLING POLITICAL RESPONSIBILITIES NOT DIRECTLY LINKED TO HIS POL/MIL FUNCTIONS, THUS MAKING HIM MORE FLEXIBLE WITH REGARD TO ASSIGNMENTS. FINALLY, RESPONSIBILITY FOR REPORTING ON CONFIDENTIAL

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BRITISH DOMESTIC POLITICS COULD BE ADDED TO THE PORTFOLIO OF THE OFFICER NOW HANDLING, AMONG OTHER THINGS, NORTHERN IRELAND AND UN AFFAIRS. WITH THESE CHANGES, THE INSPECTORS BELIEVE THAT A POSITION (NO. 054 OR 402) COULD BE ABOLISHED AND THE FUNCTIONS CURRENTLY ASSIGNED TO EITHER OF THOSE POSITIONS COULD BE DISTRIBUTED TO OTHERS IN THE SECTION WITHOUT IMPAIRMENT OF EFFECTIVENESS.

NO. 562 POLITICAL SECRETARY:

(RECOMMENDATION 3.1-2 THE INSPECTORS ALSO RECOMMEND THAT ONE POLITICAL SECRETARIAL POSITION (NO. 562) BE ABOLISHED (RECOMMENDATION 3.1-3)

THE INSPECTORS FOUND THE CURRENT RATIO OF ONE SECRETARY FOR EVERY TWO OFFICERS TO BE GENEROUS. THE ELIMINATION OF ONE OF THE SECTION'S OFFICERS WILL PERMIT THE REDUCTION OF ONE SECRETARIAL POSITION.

NO. 5B-2 SENIOR B&F ANALYST:

THE BUDGET AND ALLOTMENT UNIT, CONSISTING OF A SUPERVISOR, THREE BUDGET ANALYSTS, AND TWO ACCOUNTS ASSISTANTS, SUPPORTS 29 US GOVERNMENT AGENCIES, OR PROGRAMS, AS COMPARED TO AN EMBASSY PARIS STAFF OF EIGHT WHO SUPPORT 49 ORGANIZATIONS. THE INSPECTORS BELIEVE THAT THE BUDGET STAFF COULD BE DECREASED BY ONE POSITION WITHOUT AN ADVERSE EFFECT ON THE OVERALL PERFORMANCE OF THE UNIT. EITHER A SENIOR BUDGET ANALYST OR THE SENIOR FSL IN A/BM SHOULD ASSUME SUPERVISORY RESPONSIBILITIES FOR THE UNIT. POSITION NO. 5B-2 SHOULD BE ABOLISHED. (RECOMMENDATION 6.1C-1)

NO. 5B-19 B&F ASSISTANT:
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THE TRAVEL VOUCHER AND MISCELLANEOUS VOUCHER OFFICES IN THE VOUCHER PAYROLL/ALLOWANCES AND TRAVEL UNIT, PROCESSED AN AVERAGE OF .7 TRAVEL AND TRANSPORTATION VOUCHERS AND 1.06 GENERAL VOUCHERS PER HOUR DURING THE PERIOD JUNE 1977

THROUGH MAY 1978. THE PRODUCTIVITY OF THE UNIT IS LESS THAN THE STANDARDS DEVELOPED BY THE DEPARTMENT (A/OB) FROM HISTORICAL WORK MEASUREMENTS: 1.26 TRAVEL VOUCHERS PER HOUR; 12.07 TRANSPORTATION VOUCHERS PER HOUR; 9.26

GENERAL (MISCELLANEOUS) VOUCHERS PER HOUR. THE INSPECTORS SEE THE OPPORTUNITY HERE TO REDUCE STAFF BY AT LEAST ONE POSITION (NO. 5B-19) THROUGH ACHIEVING NECESSARY IMPROVEMENTS IN THE PRODUCTIVITY OF PERSONNEL PERFORMING VOUCHER FUNCTIONS. (RECOMMENDATION 6.1C-2)

NO. 5B-10 B&F ASSISTANT:

OVERTIME AND PREMIUM PAYMENTS TO LOCAL EMPLOYEES ARE PAID IN CASH. THIS RESULTS IN UNNECESSARY WORK IN THE VOUCHER PAYROLL/ALLOWANCES LIMIT, DATA AND WORD PROCESSING UNIT, AND CASHIER'S UNIT. CONSIDERABLE SAVINGS IN RESOURCES WOULD ACCRUE BY PROCESSING THE OVERTIME AND PREMIUM TIME WORKED THROUGH THE REGULAR RFDPC PAYROLL CHANNELS. (RECOMMENDATION 6.1C-3)

THE CASHIERS UNIT CONSISTS OF THREE FSL EMPLOYEES AS COMPARED TO ONE FSL EMPLOYEE AT EMBASSY PARIS. THE UNIT PROVIDES CASHIER SERVICES TO THE EMBASSY AND CONSIDERABLE SUPPORT TO VIPS, CODELS, AND OTHER VISITORS AT THE POST. THE UNIT ALSO ROUTINELY PROVIDES ACCOMMODATION EXCHANGE SERVICES AFTER CLOSURE OF THE AMERICAN EXPRESS BANKING HOURS. EVEN TAKING THE NECESSARY ELEMENT OF SUCH SERVICES INTO ACCOUNT, THE CASHIER FUNCTION IS GENEROUSLY STAFFED. SENIOR ASSISTANT POSITION NO. 5B-10 SHOULD BE ABOLISHED (RECOMMENDATION 6.1C-4 AND ANY ADDITIONAL SUPPORT REQUIRED CONFIDENTIAL

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FOR SPECIAL EVENTS OR VISITS SHOULD BE PROVIDED BY OTHER A/BM UNITS.

NO. 523 SUPPORT COMMUNICATIONS OFFICER:

AN OPPORTUNITY EXISTS FOR RESOURCE SAVINGS IN THE C&R UNIT. CHANGES IN THE ANALYSIS OF TELEGRAMS, IMPROVED REPRODUCTION EQUIPMENT, PROVISION OF FEWER COPIES OF MESSAGES, ASSISTANCE FROM THE RECORDS OFFICE, AND THE CLOSURE OF THE COMMUNICATIONS CENTER ON SUNDAY WOULD RESULT IN THE NEED FOR AT LEAST ONE LESS POSITION. SUPPORT COMMUNICATIONS OFFICER POSITION NO. 523 SHOULD BE ABOLISHED. (RECOMMENDATION 6.1D-2)

NO. 5E-6 PERSONNEL ASSISTANT:

ONE FUNCTION OF THE PERSONNEL OFFICE IS TO DO A MONTHLY UPDATE OF THE MISSION STAFFING PATTERN. THIS IS DONE BY THE INCUMBENT OF POSITION 5E-6 USING A XEROX 800 LOCATED

IN THE PERSONNEL OFFICE. WHILE THE INCUMBENT HAS OTHER RESPONSIBILITIES, SHE IS PRIMARILY ENGAGED IN OPERATING THIS MACHINE. THE EMBASSY HAS RECENTLY ESTABLISHED A WORD PROCESSING UNIT IN THE BUDGET AND MANAGEMENT OFFICE WITH

CAPABILITY OF PERFORMING THIS ROLE. THE LEASE ON THE XEROX 800 IS BEING CANCELLED. IT IS RECOMMENDED THAT POSITION 5E-6 BE ABOLISHED. (RECOMMENDATION 6.1B-1)

NO. 589 RBFO - B&F OFFICER:

THE SERVICES PROVIDED TO THE SUPPORTED POSTS APPEAR TO HAVE BEEN EXCELLENT. THE TRIP REPORTS REFLECT A COMPREHENSIVE REVIEW OF THE VARIOUS POST'S BUDGET AND FISCAL CONFIDENTIAL

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OPERATIONS. RESOURCES, HOWEVER, ARE UNDERUTILIZED WHICH CAN ONLY BE CORRECTED BY RESTRUCTURING THE OFFICE AND TRANSFERRING SOME OF THE FUNCTIONS PERFORMED TO THE EMBASSY LONDON, BUDGET AND MANAGEMENT OFFICE.

VOUCHER PREPARATION ASSISTANCE SHOULD BE ASSUMED BY THE EMBASSY BUDGET AND MANAGEMENT OFFICE (RECOMMENDATION NO. 12.1). THIS ACTION WOULD FURTHER PERMIT THE RBMO STAFF TO INCREASE THEIR VISITS TO THE POSTS AND THUS RESULT IN TRAVEL STATUS ABOUT 50 TO 60 PERCENT OF THE TIME (RECOMMENDATION 12.2). INCREASED TRAVELING WOULD RESULT IN A FURTHER UNDERUTILIZATION OF THE STAFF; THEREFORE, BUDGET AND FISCAL OFFICER POSITION NO. 57-589 SHOULD BE ABOLISHED (RECOMMENDATION NO. 12.3).

NEW POSITION RECOMMENDATIONS:

TRAINING POSITIONS:

THE INSPECTORS RECOMMEND ESTABLISHING TWO NEW POSITIONS FOR TRAINING PURPOSES, ONE SPECIFICALLY DESIGNATED FOR PRIMARY EXPOSURE IN THE SCIENCE AND TECHNOLOGY AREA, AND THE OTHER FOR REGULAR ROTATIONAL TRAINING. (RECOMMENDATION 2.1-7) THEY ALSO RECOMMEND THAT JUNIOR OFFICER TRAINING ASSIGNMENTS BE PERSONALLY DIRECTED BY THE DCM, AND THAT TRAINING RESPONSIBILITIES BE SPECIFIED IN COUNSELOR AND OTHER OFFICER WORK REQUIREMENT STATEMENTS. (RECOMMENDATION 2.1-8)

3. S/IG WOULD APPRECIATE EMBASSY'S COMMENTS ON COMPLIANCE WITH RECOMMENDATIONS ABOVE. ALSO PLEASE LIST ANY ALTERNATIVES FOR ABOVE RECOMMENDATIONS OR SUGGESTIONS FOR REPROGRAMMING, WITH JUSTIFICATIONS.

4. WE WOULD APPRECIATE REPLY BY OPENING OF BUSINESS (WASHINGTON TIME) AUGUST 16. WE APOLOGIZE FOR THIS

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EXCEEDINGLY SHORT NOTICE BUT BELIEVE EMBASSY LONGON INPUT
IS ESSENTIAL TO PROPER CONSIDERATION BY M OF REDUCTION
POSSIBILITIES TO MEET ADMINISTRATION'S REQUIREMENTS FOR
LEANER STAFFING. VANCE

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